

# MDCH POSITION OPPORTUNITY

Grants and Contracts Administrator in the Michigan Department of Community Health, Division of Health, Wellness and Disease Control.

Job #: 3901-12-05-150

Job Title: Public Health Consultant 2A HIV/AIDS Prevention & Intervention Section

Closing Date/Time: Sun. 02/10/13 11:59 PM Eastern Time

Job Type: Permanent Full Time

Location: Lansing, Michigan

[The link to the State of Michigan job search.](#)

**State of Michigan**  
**Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Department of Community Health
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Public Health Consultant 13	10. Division Division of Health, Wellness and Disease Control
5. Working Title of Position (What the agency titles the position) Grants and Contracts Administrator	11. Section HIV/AIDS Prevention and Intervention Section
6. Name and Classification of Direct Supervisor Vacant	12. Unit Continuum of Care Unit
7. Name and Classification of Next Higher Level Supervisor Amna Osman, SDA 17	13. Work Location (City and Address)/Hours of Work 109 Michigan Ave, 9 <sup>th</sup> Floor Lansing, Michigan 48913

**14. General Summary of Function/Purpose of Position**

The position is responsible for the development, negotiation/review, compliance assurance, and records management of various contractual agreements. In addition, the Grants and Contracts Administrator provides overall leadership and technical assistance for grant awards and grants management programs while assuring compliance with state and federal rules and regulations. The person in this position is responsible for the grant making- process including issuance of Request for Proposals, Bids, annual program financial statements, federal and state reports, review of applications and proposals, selection of sub-recipients, contract and grant negotiations and close out of completed grants and contracts

For Civil Service Use Only

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1 of Time      80%**

Administer grants and contracts

**Individual tasks related to the duty.**

- Develop and execute grants, contracts, budgets, bids and request for proposals, in consultation with DHWDC staff.
- Develop and submit required reports to federal and state funders.
- Ensure that the DHWDC and sub-recipients adhere to state and federal procurements rules and requirements.
- Ensure that all correspondences are approved and signed by the designated authorizer.
- Ensure that all purchases and payments are approved and signed by the designated authorizer.
- Develops and maintains system(s) to track and monitor all contract and grant activities including, but not limited to expenditures, reports, contract and amendment modifications and approvals, budget modifications and approvals, and responses to funder's and sub-recipient's requests.
- Identify diverse funding sources and work with a team to develop innovative and cutting edge approaches and strategies to enhance services.

Duty 2

**General Summary of Duty 2 of Time      15%**

Participate in Division-wide programs, including quality management, capacity development and strategic planning.

**Individual tasks related to the duty.**

- Develop individual and team goals, objectives, and action steps to efficiently facilitate, execute, monitor and evaluate grants and contracts;
- Develop and implement a quality assurance and continuous quality improvement plan for grants and contracts;
- Conduct programmatic and fiscal site visits/audits and develop reports which accurately reflect findings;
- Actively participate in strategic planning and division-wide capacity development opportunities;
- Participate effectively as part of a team member in various internal and external venues;
- Develop and implement an individual professional development plan to stay abreast and current on state-of-the art technology, administrative and accounting systems, programs and services, including new development in disease prevention, control and treatment;
- Align goals with the goals of the DHWDC 's and the Public Health Administration's Strategic Plan;
- Maintain productive relationships with internal and external partners;
- Utilize data to drive funding recommendations and assure that monitoring contracts is an integral part evaluation;
- Encourage contractors to increase cultural sensitivity within all programs.

Duty 3

**General Summary of Duty 2 of Time 5%**

All other duties as assigned by the Division Management.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

- Developing effective strategies to coordinate the submission of grants and contracts;
- Developing and implementing technical assistance and training for internal and external partners;
- Developing and implementing the contract and grants “flow process”;
- Initiating and developing routine, non-official contract and grant-related correspondences to contractors;
- Planning team activities necessary to successfully execute grants and contracts and fulfill state and federal requirements, and day-to-day operations of Grants and Contracts Administrator’s activities.

Decisions made by the person in this position may positively affect sub-recipients and staff associated with grants and contracts due to timely communication, technical assistance, and training necessary to efficiently and effectively meet state and federal requirements.

**17. Describe the types of decisions that require your supervisor’s review.**

Decisions related to internal and external policies, procedures, audits, programs, reports, funding, personnel, team assignments, and the release of official documents and correspondences.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

No unusual physical effort is associated with this position.

No unusual exposure to environmental conditions is associated with this position.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  
Yes

23. What are the essential duties of this position?

- Coordinate and oversee fiduciary and programmatic management of grants and contracts;
- Coordinate with internal and external stakeholders to assure effective and efficient implementation of grants and contracts;
- Ensure an effective procurement process and communication flow between all pertinent internal and external parties including, but not limited to sub-recipients, state and federal offices of finance, budget, accounting, and management;
- Manage the letters of award and the execute contracts and agreements with successful applicants and bidder;
- Monitor and evaluate the grant and contract internal system;
- Provide technical assistance and training to Division staff, sub-recipients and vendors on grants and contracts;
- Assure sub-recipient and state compliance with federal and state rules, regulations, policies, procedures and standards;
- Ensure timely submission of accurate of all required state and federal reports, grants, proposals and applications by the state and sub-recipients;
- Work effectively in a team setting and within diverse teams.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Services and programs have been integrated to yield optimal impact, promote cost efficiency, avoid duplication of effort and increase accountability as it relates to program and services.

**25. What is the function of the work area and how does this position fit into that function?**

The Continuum of Care Unit within the HIV/AIDS Prevention and Intervention Section, Division of Health, Wellness and Disease Control (DHWDC) administers federal and state resources for the provision of early intervention, care and treatment for people infected and affected by HIV/AIDS. The DHWDC is responsible for planning, implementing, monitoring and evaluating services and the service delivery system funded through federal grants and state resources. The DHWDC directly administers three statewide programs and contracts other services to qualified sub-recipients at the local level. The position reports to the Continuum of Care Manager and works directly with DHWDC staff responsible for program and fiscal- related matters and other internal MDCH partners.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

- A minimum of four years working in or with community based organizations, local health, federally qualified health centers, state universities, hospitals or state/federal systems on contract, budget and/or program development, grant administration, or state and federal reporting;
- A minimum of two years monitoring sub-recipients;
- A minimum of one year in policy development and analysis and/or preparing technical and administrative reports;
- Experience in working on teams and developing team and programmatic goals, objectives, outcome measures and evaluation;
- Experience with HIV, STD and viral hepatitis preferred;
- Experience in accounting methods and procedures.

**EDUCATION:**

Master's degree in a health related field.

**EXPERIENCE:**

Four years of professional postmasters experience in a health related field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Technical expertise in grants, contracts, budgets, monitoring and evaluation and sub-recipient monitoring;
- Knowledge of methods of planning, developing, and administering programs;
- Knowledge of state and federal laws and legislative processes related to the work;
- Ability to interpret complex rules and regulations;
- Ability to communicate with others verbally and in writing;
- Ability to develop grants, proposals, budget narratives, policies and procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**NOTE:** Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

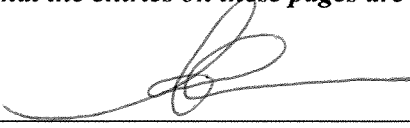
\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

  
\_\_\_\_\_  
Appointing Authority's Signature

5/8/12  
\_\_\_\_\_  
Date